



UNITED STATES MARINE CORPS
MARINE CORPS UNIVERSITY
2076 SOUTH STREET
QUANTICO, VIRGINIA 22134-5067

IN REPLY REFER TO:
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10 Jun. 04

MARINE CORPS UNIVERSITY POLICY LETTER 7-04

From: President, Marine Corps University
To: Distribution List

Subj: MARINE CORPS UNIVERSITY MASTERS' DEGREE ADMISSIONS POLICY

1. Purpose. To establish the Marine Corps University (MCU) admissions policy for the Command and Staff College, the Command and Staff College's School of Advanced Warfighting, and the Marine Corps War College masters' degree programs.

2. Background. Marine Corps University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award master's degrees. Marine Corps University upholds the highest standards in education with regards to its admission policies for its three masters' degree programs.

3. Policy.

a. To be admitted to an MCU master's degree program, a student must meet individual college and school admissions requirements, hold a regionally accredited undergraduate degree (United States bachelor's degree or its equivalent), and meet English proficiency requirements (Department of Defense English Comprehension Level test for international officers).

b. The Marine Corps Command and Staff College, the Command and Staff College's School of Advanced Warfighting, and the Marine Corps War College will annually review their admissions policies. Upon Marine Corps University approval, updated admissions policies will be published in the respective College and University catalogs.

4. Applicability. This policy is applicable to all Marine Corps University masters' degree programs.

D. R. Gardner

D. R. GARDNER

Distribution:
Internet

Marine Corps University

Marine Corps War College

Admissions Policy

Admission to the Marine Corps War College (MCWAR) is based on allocations granted by the Commandant of the Marine Corps. The MCWAR Admissions Policy supports the mission and purpose of the College and reflects the needs of the United States Marine Corps and the educational criteria of the Chairman of the Joint Chiefs of Staff 's Officer Professional Military Education Policy. The MCWAR student body consists of two distinct student populations: U.S. military officers and Federal Government civilian employees. Invitation, nomination, and admission to the College varies by student type: U.S. military officers are admitted through their services' selection/assignment processes; Federal Government civilian employees are admitted through an invitational nomination and approval process.

All inquiries regarding admission should be directed to:

Director
Marine Corps War College
Marine Corps University
2076 South Street
Quantico, Virginia 22134-5068

Phone: (703) 784-4081
FAX: (703) 784-2384 Military DSN 278-4082

General Requirements:

Eligibility prerequisites for the Marine Corps War College are those regulations and requirements established by the military services to select students to attend a senior-level professional military education (PME) institution. Specific admissions prerequisites for the Marine Corps War College are as follows:

- Grade: O-5/O-6 (LtCol/Col, CDR/CAPT) for military officers; GS/GM-14/15 for Federal Government civilian employees.
- Security Clearance: Possess a Top Secret/Special Compartmentalized Information (TS/SCI) clearance that will not expire during the academic year.
- Passport: Possess an official business or diplomatic passport that will not expire during the academic year.
- Professional experience that will allow the student to interact in interagency discussions.
- Suitability for future service and increased responsibility. MCWAR expects that sponsoring agencies will select students who have demonstrated leadership, skill, and resourcefulness in difficult assignments, and have demonstrated sound performance in an academic environment.
- Marine Corps officers must meet O-4 PME requirements as identified in the USMC PME Order (MCO P1553.4A).

Class Composition:

Quotas to each annual Marine Corps War College class are generally allocated as follows:

U. S. Marine Corps Officers	7
U. S. Navy Officers	2
U. S. Army Officers	2
U. S. Air Force Officers	2
U. S. Coast Guard Officers	1
Civilians, U. S. Federal Government*	2
TOTAL	16

*Civilian Federal Government employees, usually from the Department of State, Federal Bureau of Investigation, or Central Intelligence Agency. The Marine Corps War College encourages civilian participation in its programs to promote dialogue and understanding among all members of the United States interagency community.

**Foreign Military Officers are not invited to attend the Marine Corps War College.

Nominating Procedures/Deadlines

Student nominations for the Marine Corps War College are processed in the following manner: ((MCWAR TO SUBMIT FINAL VERSION FOR THIS SECTION. 9 JUN 04))

- Marines: USMC Top Level School (TLS) board convenes each fiscal year. Annual MARADMIN (Marine Corps correspondence) will announce the board and provide applicants. *MCWAR Admissions FINAL input.*
- Sister Services: Via appropriate service selection processes. Marine Corps University (MCU) with a roster of selected officers following academic year, which commences in August. *W- SKH*
- Federal Government civilian employee nominations: As directed by sponsoring agency. Often, discussions are conducted between the colleges and the agencies to ensure they are sending the individual who will best benefit the program and the agency. The Director, Marine Corps War College retains final approval authority for interagency-nominated students. Agencies desiring to send students to MCWAR must submit a nominating roster to MCU by 1 April for the following academic year, which commences in August.

Marine Corps University

Command and Staff College

Admissions Policy

Admission to the Marine Corps Command and Staff College (CSC) is based on allocations granted by the Commandant of the Marine Corps. The CSC Admissions Policy supports the mission and purpose of the College and reflects the needs of the United States Marine Corps and the educational criteria of the Chairman of the Joint Chiefs of Staff's Officer Professional Military Education Policy. The CSC student body consists of three distinct student populations: U.S. military officers, international military officers, and Federal Government civilian employees. Invitation, nomination, and admission to the College varies by student type: U.S. military officers are admitted through their services' selection/assignment processes; international officers and Federal Government civilian employees are admitted through an invitational nomination/approval process.

All inquiries regarding admission should be directed to:

**Director
Command and Staff College
Marine Corps University
2076 South Street
Quantico, Virginia 22134-5068**

**Phone: (703) 784-1069 (Registrar) or 784-1120 (Administrative Office)
FAX: (703) 784-2628 Military DSN 278-xxxx**

General Requirements:

Eligibility prerequisites for the Command and Staff College are those regulations and requirements established by the military services to select students to attend an intermediate-level professional military education (PME) institution. Specific admissions prerequisites for the Command and Staff College are as follows:

- Grade: O-4 (Major/LCDR) for military officers; GS/GM-12/13 for Federal Government civilian employees.
- Security Clearance: U.S. applicants require a Secret clearance that will not expire during the academic year.
- A career record that demonstrates proven leadership and management successes with a potential to serve in future positions of increased responsibility.
- Federal Government civilian employees are required to have operational experience that will enhance the educational interaction between military and interagency students (operational experience includes intelligence or security related positions at overseas posts, national or international intelligence or law enforcement positions, or agency liaison officer positions serving with U.S. or international military organizations).
- Marine Corps officers must meet O-3 PME requirements as identified in the USMC PME Order (MCO P1553.4A).
- Certain CSC elective courses require international travel to conduct battlefield staff rides and applicants are encouraged to possess a current passport.

Academic Requirements:

Instruction at the Command and Staff College is at the graduate-level using rigorous, interactive, adult learning techniques based on an inquiry-driven educational philosophy. Inherent is the development of critical thinking and problem-solving skills. An active conference/seminar based learning environment is intentionally structured to promote intellectual growth and to allow for varied input during student dialog and discussion. The faculty-led small group interactions are the strength of the Command and Staff College educational experience. Students are required to synthesize large amounts of information, present solutions to complex problems, and participate actively in graduate-level educational forums. Specific academic requirements are as follows:

- A regionally accredited undergraduate degree (United States bachelor's degree or its equivalent).
- International officers must meet English proficiency requirements as determined by the Department of Defense and Department of State (minimum grade of 80 on the Defense Language Institute's English Comprehension Level (ECL) test).
- Graduate-level capabilities to read, comprehend, speak, and write in English*
- The CSC Master of Military Studies program is available to those qualified students who wish to seek a professional master's degree. Application procedures are detailed in the annual CSC publication *Master of Military Studies Requirements for the Degree*.

* Up to 50% of a course grade is determined by a student's seminar participation, which includes small group discussion, debate, and oral briefings.

Physical and Skill Requirements:

The Command and Staff College curriculum is dynamic and interactive. Students are required to travel and actively participate in various educational forums. Specific physical and skill requirements are as follows:

- Small-group interaction in wargame scenarios and practical application exercises, which requires individual and group military, planning, map reading, and briefing skills.
- Must meet the physical fitness and height/weight requirements for their respective military service or Federal Government agency.
- Active participation in battlefield staff rides, which includes walking, hiking, and analyzing the battlefield's terrain, role-playing, and conducting on-site, oral briefs.
- Nominees with special medical needs are advised that medical care may not be available while traveling or conducting battlefield staff rides at remote and overseas locations. This should be considered prior to nomination.

Class Composition:

Quotas to each annual Command and Staff College class are generally allocated as follows:

U. S. Marine Corps Officers	99
U. S. Navy and Coast Guard Officers	24
U. S. Army Officers	14
U. S. Air Force Officers	14
U. S. Coast Guard Officers	1
International Military Officers	26
Civilians, U. S. Federal Government	12
TOTAL	190

Nominating Procedures/Deadlines

Student nominations for the Command and Staff College are processed in the following manner:

- U. S. military officer nominations: The respective military manpower departments screen all eligible officers in accordance with their regulations for intermediate-level school selection processes. They must provide the Command and Staff College with a roster of names of the selected officers by 1 March for the upcoming academic year, which begins in August.
- International military officer nominations: The Department of Defense manages the international officer nomination process through the Department of State who invites countries to participate in a professional military officer education exchange program. This program includes not only attendance at the Command and Staff College, but also participation in an American Culture Information Program for which special lectures, trips, and social activities are scheduled for the international officers throughout the academic year. Student information packages must be submitted to the Command and Staff College by 1 June for the upcoming academic year, which begins in August.
- Federal Government civilian employee nominations: After invitation, based on quota availability, the nominating agency must submit a nomination package for the applicant. The nomination package will include: a description of the nominee's operational experience; a biography including educational background; and a narrative highlighting the expected benefit to the individual, the agency, and the Marine Corps, should the nominee be admitted. The Director, Command and Staff College, will admit or reject nominees based on the CSC Admissions Policy requirements and the mission of the College. Nomination packages must be received by 1 April for the following academic year, which begins in August.

***Marine Corps University
Command and Staff College
School of Advanced Warfighting
Admissions Policy***

Admission to the Marine Corps Command and Staff College's School of Advanced Warfighting (SAW) is based on allocations granted by the Commandant of the Marine Corps. The SAW Admissions Policy supports the mission and purpose of the School and reflects the needs of the United States Marine Corps. Invitation, nomination, and admission to the College is done in the same manner for all students—USMC, sister service and international.

All inquiries regarding admission should be directed to:

**Director, School of Advanced Warfighting
Command and Staff College
Marine Corps University
2076 South Street
Quantico, Virginia 22134-5068**

Phone: (703) 784-1069 (Registrar) or 784-1120 (Administrative Office)

FAX: (703) 784-2628 Military DSN 278-xxxx

General Requirements:

Eligibility prerequisites for the School of Advanced Warfighting are those regulations and requirements established by the military services to select students to attend an advanced intermediate-level professional military education (PME) institution. Specific admissions prerequisites for the School of Advanced Warfighting are as follows:

- Active duty U.S. or international military officers.
- Grade: A promoted O-4 (Major/LCDR) and must not have previously failed selection for O-5. Marines must not be a promoted lieutenant colonel or lieutenant colonel-select at the time of application to SAW. If in zone for selection at the time of application to SAW, failure to select for lieutenant colonel terminates SAW eligibility.
- Approval from service personnel assignment section.
- Marine officers selected for assignment as recruiting station commanding officers during the upcoming academic year are not eligible to attend SAW during that time period.
- Security Clearance: For U.S. officers, a SECRET clearance that will not expire during the academic year. USMC officers must be eligible to obtain a Top Secret/Special Compartmentalized Information (TS/SCI) clearance for post-graduation assignments.
- Professional experience that will allow the student to interact in discussions involving the operational level of war and ensure suitability for future assignments involving significant responsibilities, including selection for and command at the O-5 level.

- Marine Corps officers must meet O-4 PME requirements as identified in the USMC PME Order (MCO P1553.4A). Distance Education Program (DEP) applicants must be graduates of the 8800-series seminar based CSC DEP course. Non-seminar CSC DEP students may apply for a waiver on a case-by-case basis. Currently enrolled DEP students may apply provided their commanding officer or College of Continuing Education (CCE) regional coordinator certifies that the applicant can reasonably complete the 8800 series program no later than two months prior to commencement of the upcoming academic year.
- SAW battlefield staff rides require international travel and applicants are encouraged to possess a current passport prior to commencement of the academic year.

Academic Requirements:

The SAW curriculum is rigorous and dynamic, and requires students to rapidly comprehend and analyze large amounts of reading and contribute effectively during graduate-level, competitive seminars led by a variety of professors and military faculty. Specific academic requirements are as follows:

- A regionally accredited undergraduate degree (United States bachelor's degree or its equivalent).
- Graduate-level capabilities to read, comprehend, speak, and write in English*
- Upon successful completion of the SAW curriculum, graduates will be awarded a Master of Operational Studies degree.

* A majority of a course grade is determined by a student's contribution during seminars, which includes small group discussion, debate, and oral briefings.

Physical and Skill Requirements:

The SAW curriculum requires students to be able to travel extensively and participate actively in various educational forums to include battlefield site studies involving moderate to rigorous hikes over rough terrain. Since all students are active duty military, all must meet the mandatory physical fitness and height/weight requirements for their respective military service.

Class Composition:

No quotas to each annual School of Advanced Warfighting class are assigned, but student general student population is normally similar to the following distribution:

U. S. Marine Corps Officers	16
U. S. Navy Officers	2
U. S. Army Officers	2
U. S. Air Force Officers	2
International Military Officers	2
TOTAL	24

* Civilian Federal Government employees are not invited to attend the School of Advanced Warfighting.

Nominating Procedures/Deadlines

Student nominations for the Marine Corps War College are processed in the following manner:

Selection Process

Annually, the SAW selection process begins in the summer with the release of a MARADMIN (Marine Corps-wide administrative correspondence) to inform potential DEP and other service ILS applicants about the course, requirements, and deadlines. The MARADMIN provides a link to the SAW website from which applications can be downloaded. SAW solicits applicants from the resident CSC course through CSC faculty advisors. Resident ILS applications are endorsed by the applicant's military faculty advisor, and non-resident applications are endorsed by reporting seniors and CCE regional coordinator or adjunct faculty advisor.

The application (see enclosure/add link) includes three pages: personal information; faculty or reporting senior endorsements; and a personal essay requirement. The application forms change each year in order to update the essay question.

In August and September, the Head of SAW briefs all students attending Marine Corps Command and Staff College about the SAW program and application requirements, and travels to other service ILS at Newport, Rhode Island (U.S. Naval War College), Maxwell Air Force Base, Alabama (U.S. Air Force Command and Staff College), and Ft. Leavenworth, Kansas (U.S. Army Command and General Staff College) to brief interested students there as well.

Deadline

Those applying must submit completed and endorsed applications to the Head of School of Advanced Warfighting by a deadline in early October.

Selection

Selection of USMC, sister service and international students are identical. Each resident and nonresident Command and Staff College applicant is interviewed in mid-October by a board, appointed by the Director, Command and Staff College and consisting of the Command and Staff College Deputy Director, Dean of Academics, the Head of SAW, the Deputy of SAW, and at least one SAW Professor. Most are conducted in person, but videoteleconference or telephone interviews are conducted for distant applicants when required. Other service resident ILS applicants are interviewed at their schools following the information brief in August-September.

The recommended selections are forwarded to the Director of Command and Staff College and the President of Marine Corps University. Endorsements are forwarded to each service's headquarters for a final check of the applicants' records and for final authority to enroll. Nominated international officers are invited through the International Military Training office, which in turn coordinates with the officers' military assignment staff. Once approved, all applicants are notified of the selection results.

Marine Corps University

Expeditionary Warfare School

Admissions Policy

Admission to the Expeditionary Warfare School (EWS) is based on allocations granted by the Commandant of the Marine Corps. The EWS Admissions Policy supports the mission and purpose of the School and reflects the needs of the United States Marine Corps and the educational criteria of the Chairman of the Joint Chiefs of Staff's Officer Professional Military Education Policy appropriate for Company Grade Officers. The EWS student body consists of three distinct student populations: U.S. Marine Corps officers, U.S. officers from sister services, and international military officers. Invitation, nomination, and admission to the School varies by student type: U.S. military officers are admitted through their services' selection/assignment processes and international officers are admitted through an invitational nomination/approval process.

All inquiries regarding admission should be directed to:

Director
Expeditionary Warfare School
Marine Corps University
2077 Geiger Road
Quantico, Virginia 22134-5068
Phone: (703) 784-1864/2536 (Administrative Office)
FAX: (703) 784-2582 Military DSN 278-xxxx

General Requirements:

Eligibility prerequisites for the Expeditionary Warfare School are those regulations and requirements established by the military services to select students to attend a career-level professional military education (PME) institution. Specific admissions prerequisites for the Expeditionary Warfare School are as follows:

- Grade: O-3 (Capt/Lt) for military officers; 1st Lieutenants selected for Captain are eligible by waiver only.
- Security Clearance: U.S. applicants require a Secret clearance that will not expire during the academic year.
- A career record that demonstrates proven leadership and management successes with a potential to serve in future positions of increased responsibility.
- Marine Corps officers must meet O-3 PME requirements as identified in the USMC PME Order (MCO P1553.4A).

Academic Requirements:

Instruction at the Expeditionary Warfare School is at the college/post graduate-level using rigorous, interactive, adult learning techniques based on an inquiry-driven educational philosophy. Inherent is the development of critical thinking and problem-solving skills. An active conference/seminar based learning environment is intentionally structured to promote intellectual growth and to allow for varied input during student dialog and discussion. The faculty-led small group interactions are the strength of the

Expeditionary Warfare School educational experience. Students are required to synthesize large amounts of information, present solutions to complex problems, and participate actively in graduate-level educational forums. Specific academic requirements are as follows:

- International officers must meet English proficiency requirements as determined by the Department of Defense and Department of State (minimum grade of 80 on the Defense Language Institute's English Comprehension Level (ECL) test).
 - Graduate-level capabilities to read, comprehend, speak, and write in English*
- * Up to 50% of a course grade is determined by a student's seminar participation, which includes small group discussion, debate, and oral briefings.

Physical and Skill Requirements:

The Expeditionary Warfare School curriculum is dynamic and interactive. Students are required to travel and actively participate in various educational forums. Specific physical and skill requirements are as follows:

- Small-group interaction in wargame scenarios and practical application exercises, which requires individual and group military, planning, map reading, and briefing skills.
- Must meet the physical fitness and height/weight requirements for their respective military service.
- Active participation in battlefield staff rides, which includes walking, hiking, and analyzing the battlefield's terrain, role-playing, and conducting on-site, oral briefs.
- Active participation in field training, including tactical exercises without troops under live fire conditions at the Marine Corps Air Ground Task Force Training Center, and environmental and tactical field training at the Marine Corps Mountain Warfare Training Center.
- Nominees with special medical needs are advised that medical care may not be available while traveling or conducting battlefield staff rides at remote and overseas locations. This should be considered prior to nomination.

Class Composition:

Quotas to each annual Expeditionary Warfare School class are generally allocated as follows:

U. S. Marine Corps Officers	190
U. S. Navy	05
U. S. Army Officers	20
U. S. Air Force Officers	06
International Military Officers	22
TOTAL	243

Nominating Procedures/Deadlines

Student nominations for the Expeditionary Warfare School are processed in the following manner:

- U. S. military officer nominations: The respective military manpower departments screen all eligible officers in accordance with their regulations for intermediate-level school selection processes. They must provide the Expeditionary Warfare School with a roster of names of the selected officers by 1 March for the upcoming academic year, which begins in August.
- International military officer nominations: The Department of Defense manages the international officer nomination process through the Department of State who invites countries to participate in a professional military officer education exchange program. This program includes not only attendance at the Expeditionary Warfare School, but also participation in an American Culture Information Program for which special lectures, trips, and social activities are scheduled for the international officers throughout the academic year. Student information packages must be submitted to the Expeditionary Warfare School by 1 June for the upcoming academic year, which begins in August.